

STATE OF HAWAII
REQUEST FOR AFTER-THE-FACT SECONDARY PURCHASE
PURSUANT TO SECTION 3-143-608, HAR

To: Chief Procurement Officer

'06 JUN 21 A7:58

From: DHS/SSD/SSO/FRPS

Department/Division/Branch, etc.

Pursuant to § 3-143-608, HAR, the Department Head requests approval to make an after-the-fact secondary purchase for the following:

Title and description of health and human service(s):
Oahu Child Welfare Services Criminal History Background Check Services:
The purpose of this contract is to conduct criminal history background checks through the Federal Bureau of Investigation (FBI) on prospective foster parent applicants in the Department of Human Services (DHS) child foster care program.

Primary Purchaser: DHS/BESSD	Contact Person: Ethel Fleming	Phone No.: 586-0978	e-mail Address: efleming@dhs.hawaii.gov
Contract Number: DHS-06-BESSD-3078	Provider Name: Insights To Success, Inc.		
Method of Payment:			
<input checked="" type="checkbox"/> Cost reimbursement <input type="checkbox"/> Unit rate <input type="checkbox"/> Other:			

	Primary Purchaser (P)	Secondary Purchaser (S)
Start Date of Contract	8/16/05	7/1/06
End Date of Contract	6/30/10	6/30/10
Total Contract Funds	\$588,000	\$168,000
Contract Funds Per Year (if applicable)	\$140,000 year 1 \$112,000 year 2-5	\$42,000
Total Services (i.e. no. of units, bed days, etc.)	4,800 checks annually*	1000 checks annually*
*Percentage of Total Services $S \div (P+S)$		17.24%

If the percentage is greater than 30%, provide justification that good cause exists for a greater share:

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The service/part of the service is substantially the same as the primary purchaser: ☒ Yes ☐ No

Describe differences between the primary and secondary purchase, if any, including but not limited to, scope of services, target groups, geographic area, method of payment, etc.

The Scope of Service provided under the secondary purchase contract is the same as that for the primary contract. The target group for the primary contract is the license-exempt child care providers under DHS/BESSD. For the secondary purchase contract, the target group is foster parent applicants under DHS/SSD's child foster care program. All other elements including geographic area and method of payment remain the same for both contracts.

List state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Randy Fonseca, Acting POS Supervisor and FRPS Administrator
Lynne Kazama, Assistant Program Development Administrator
Marquis Miyauchi, Support Services Office Administrator
Amy Tsark, Acting Social Services Division Administrator
Lillian B. Koller, Esq., Director of Human Services

Direct Questions to (name & title):
Randy Fonseca, FRPS Administrator

Phone Number:
586-5692

e-mail Address:
rfonseca@dhs.hawaii.gov

I certify that the information provided above is to the best of my knowledge true and correct.



Department Head Signature

JUN 20 2006

Date

Lillian B. Koller, Esq.

Typed Name

Director

Position Title

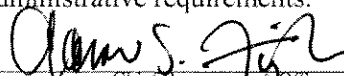
Chief Procurement Officer's Comments:

This approval replaces request SAH 06-01

Please ensure adherence to applicable administrative requirements.

☒ Approved

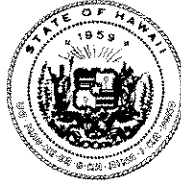
☐ Denied



Chief Procurement Officer

6/23/06

Date



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
810 Richards Street, Suite 400
Honolulu, Hawaii 96813

June 23, 2006

MEMORANDUM

TO: Aaron Fujioka, Administrator
State Procurement Office

FROM: Randy Fonseca, Administrator *Randy Fonseca*
Federal Revenue and Program Support Staff
Social Services Division/ Support Services Office

SUBJECT: Request For After-The-Fact Secondary Purchase
For Criminal History Background Checks

Per discussions with Mara Smith I am writing to explain the purpose of our request. There are three discrete components in conducting a "criminal history background check".

- 1) the FBI fingerprint clearance, which involves scanning fingerprints and sending an electronic file via the web to the FBI; then receiving an electronic report back from the FBI;
- 2) the Hawaii State criminal history check, which is a computer search of the state's electronic database called Criminal Justice Information System (CJIS); and
- 3) the child abuse check, a computer search of the DHS child abuse/neglect registry (CPSS).

The current primary contract between BESSD and ITS serves approximately 5,800 people annually, each being processed for all of the three components. Effective July 1, 2006 BESSD's contract will continue to serve the same number of people, however about 1,000 of these people will require only items #2 and #3 above.

On SSD's initial request for after-the-fact secondary purchase we proposed to contract with ITS for \$28,000 annually to do FBI fingerprinting (item #1) of 1,000 people, essentially replacing the service activity that BESSD was dropping. Subsequently we decided to contract for items #2 and #3 as well and then submitted a second, amended request for a higher amount of \$42,000. More money for more service activity, same number of people.

Using the number of clients served as the basis for determining the percentage of service received by the primary and secondary purchaser and applying the formula $S/(P+S)$, we have $1000/6,800 = 14.7\%$ (The figures on the second request for after-the-fact secondary purchase are incorrect)

Memorandum
Aaron Fujioka
June 23, 2006
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Using the annual contract dollar amounts to determine the percentage of service yields the following:
 $\$42,000/\$154,000 = 27\%$

In either case the percentage is below the 30% threshold established by rule.

Hope this clarifies things. Please contact me if there are further questions.

Thanks.